

~~CONFIDENTIAL~~  
(When Filled In)

Date 16 February 1960

MEMORANDUM FOR RECORD

THROUGH: Staff Training Officer

SUBJECT: Completion of Supervision

1. Robert M. Laffan (GS- 11)

has completed Supervision  held 1 - 12 February 1960

2. The course covered forty hours of group discussions, lectures, and selected readings concerning problems and responsibilities of the first-line supervisor. The individual named completed all course assignments but received no grade, since at present no evaluation is made of the student's performance in the class or of his ability to perform a particular job assignment.

FOR THE DIRECTOR OF TRAINING:

Chief, Management Training Faculty

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APPROVED FOR  
RELEASE DATE:  
03-Mar-2011

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